

SAMPLE ANNUAL MEETING MINUTES FOR PACIFIC COAST PHILHARMONIC

I. MEETING DETAILS

Chairperson: Jasmine Brown (Board Chair)
Secretary: Deborah Walker (Secretary)

Date: December 4, 2020
Time: 11:00 am

Location: Williams Hall Admin Offices
Street Address: 1359 Sur Road
City: Thatcher
State: CA Zip: 92485

II. ATTENDEES

- Jasmine Brown (Board Chair)
- Deborah Walker (Board Secretary)
- Ron Clark (Fundraising Chair)
- Sarah Finley (Finance Chair)
- Chris Noah (Programming Chair)
- Eli Gordon (Legal Council)
- Kate Padilla (Chief Executive Officer)
- Michelle Hudson (Chief Finance Officer)
- Sandra Rennie (Chief Operating Officer)

III. ABSENCES

- No absentees.

IV. CALL TO ORDER

Welcome – Speaker Jasmine Brown (Board Chair) – 11:00 am
Jasmine welcomed everyone and reviewed the meeting goals:

- Summarize the successes, failures, and lessons learned in the past year;
- Review what the next twelve months will look like for the organization; and
- Elect a new Board Chair for 2021.

Previous Meeting Minutes – Speaker Deborah Walker (Board Secretary) – 11:04
Deborah distributed the meeting minutes from the December 6, 2019 annual meeting. The attendees had a chance to review the minutes for accuracy, then Deborah put the minutes to a vote. The attendees unanimously voted to approve the minutes.

Current Meeting Agenda – Speaker Deborah Walker – 11:11 am
Then Deborah distributed the current meeting's agenda which everyone also had a chance to review. Deborah gave the attendees a chance to request additions or changes, but there were none. She led the group in a unanimous vote to approve the agenda.

V. OLD BUSINESS

Summary of Past Year – Speaker Kate Padilla (CEO) – 11:19 am

Kate moderated a discussion about the successes, failures, fiscal performance, growth, and staff turnover for 2020.

VI. NEW BUSINESS

Upcoming Projects – Speaker Sandra Rennie (COO) – 11:30 am

Sandra presented specifics and status reports about all of the major projects that the Philharmonic will participate in in 2021.

Budget Review – Speaker Michelle Hudson (CFO) – 11:40 am

Michelle presented an overview of the 2021 budget and answered many questions.

VII. VOTE

Board of Directors Election – Speaker Jasmine Brown – 11:50am

Jasmine led the Board in a vote for the 2021 Board Chair. This person will replace Jasmine as she retires at the end of 2020. The Board elected Cori Czeresko, long-time friend of the Philharmonic.

VIII. ADJOURNMENT

End of Meeting – Speaker Jasmine Brown – 12:00 pm

Jasmine called an end to the meeting at 12:00 pm. Deborah recorded the end time and Jasmine approved the minutes.

Minutes submitted by: Deborah Walker Print Name: _____

Approved by: Jasmine Brown Print Name: _____